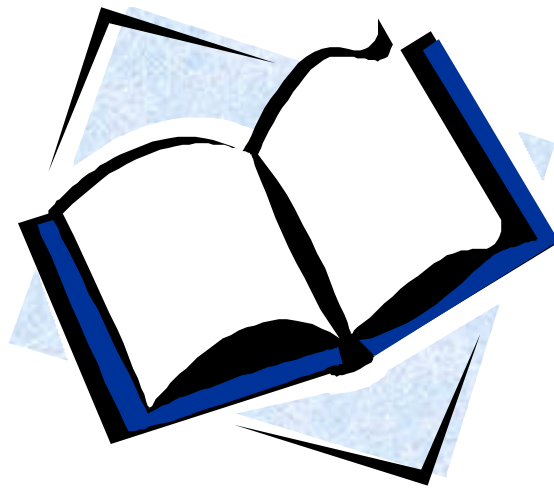


# ***Subjects A to Z***

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## **ACES**

See Annual Capital Expenditures Survey.

## **Advance Monthly Retail Sales Survey ( MARTS)**

The Advance Monthly Retail Sales Survey provides advanced retail sales estimates for the United States based on early reports from a subsample of the larger monthly retail survey panel, for 12 major kind-of-business (KB) categories. We publish these data in press releases nine working days after the end of each month.

### DATA PRODUCTS FROM THIS SURVEY

#### *Press Releases*

## **Advance Report**

The first data product released from the 1997 Economic Census. The Advance Report provides the 1997 Economic Census data at the 2 and 3-digit NAICS code and SIC (2-digit industry group) summary levels for the United States. The Advance Report is part of the *Core Business Statistics* series.

## **AES**

See Business Expenditure Survey (BES)

## **Agriculture, Census of**

The Census of Agriculture is the leading source of statistics about the Nation's agricultural production and the only source of consistent, comparable data at the country, State and national levels. Census statistics are used by Congress to develop and change farm programs, study historical trends, assess current conditions, and plan for the future. Many national and State programs use census data to design and allocate funding for extension service projects, agricultural research, soil conservation programs, and land-grant colleges and universities. Private industry uses census statistics to provide a more effective productions and distribution system for the agricultural community.

For more than 150 years, the U.S. Department of Commerce, Bureau of the Census, conducted the census of agriculture. However, the 1997 Appropriations Act transferred the responsibility from the Bureau of the Census to the Department of Agriculture (USDA), National Agricultural Statistics Service (NASS). The 1997 Census of Agriculture is the first census conducted by NASS.

## **American FactFinder (AFF)**

American FactFinder is the name of the Census Bureau's new interactive electronic (computer) system Census designed to allow efficient access to data tabulated by the 1997 Economic Census, the decennial census of population and housing, and other Census Bureau data collection programs. You can access the AFF by going to [www.census.gov](http://www.census.gov). and clicking on "American FactFinder".

## **Annual Benchmark Report for Retail Trade**

This publication presents estimates that reflect the introduction of a new sample of retail businesses and a bench marking process that revised unadjusted monthly sales and end-of-month inventory estimates for each year.

## **Annual Benchmark Report for Wholesale Trade**

The Annual Benchmark Report for Wholesale Trade provides estimates of the annual

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sales and year-end inventories of merchant wholesale establishments by kind of business (KB).

### **Annual Capital Expenditures Survey (ACES)**

Provides data on capital expenditures needed for estimating the national income and product accounts (NIPA), estimating productivity of United States industries, evaluating fiscal and monetary policy, and conducting research using capital expenditures data.

#### DATA PRODUCTS FROM THIS SURVEY

*Annual Capital Expenditures*

### **Annual Payroll**

Payroll includes all forms of compensation such as salaries, wages, commissions, dismissal pay, bonuses, vacation allowances, sick-leave pay, and employee contributions to qualified pension plans paid during the year to all employees. Tips and gratuities received by employees from patrons and reported to employers are included. Excluded are payrolls of departments or concessions operated by other companies at the establishment. For corporations, payroll includes amounts paid to officers and executives; for unincorporated businesses, it does not include profit or other compensation of proprietors or partners. Payroll is reported before deductions for social security, income tax, insurance and union dues. This definition of payroll is the same as that used by the internal Revenue Service (IRS) on Form 941.

### **Annual Retail Trade Survey (ARTS)**

An annual survey that collects national dollar volume estimates for sales, sales taxes, purchases, year-end inventories, sales/inventory ratios, gross margin, and accounts receivable balances of retail stores by kind of business.

#### DATA PRODUCTS FROM THIS SURVEY

*Combined Annual and Monthly Retail Trade*

### **Annual Survey of Communication Services (ASCS)**

The Annual Survey of Communication Services provides nationwide estimates of revenue and expenses for the telephone, radio and television broadcasting, cable television, and other communication service industries. This survey will be part of the NAICS-based Annual Information Survey for 1999.

#### DATA PRODUCTS FROM THIS SURVEY

*Annual Survey of Communication Services*

### **Annual Survey of Manufactures (ASM)**

The Annual Survey of Manufactures provides detailed annual statistics on the location, activities, and products of United States manufacturers. The survey encompasses all establishments that are classified in SIC Division D, Manufacturing , and have at least one employee. We conduct this survey annually and the reported data are for activities taking place during the survey calendar year. For Economic Census years, data collection is part of the Census of Manufactures.

#### DATA PRODUCTS FROM THIS SURVEY

*Statistics for Industry Groups and Industries*

*Geographic Area Statistics*

*Value of Product Shipments*

*Exports from Manufacturing Establishments*

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## **Annual Wholesale Trade Survey (ATS)**

The Annual Wholesale Trade Survey provides annual sales and year-end inventory data, inventory valuation methods, purchases, and gross margin data for the United States.

### DATA PRODUCTS FROM THIS SURVEY

*Annual Benchmark Report for Wholesale Trade*

## **ARTS**

See Annual Retail Trade Survey.

## **Assets and Expenditures Survey (AES)**

See Business Expenditures Survey (BES)

## **ASCS**

See Annual Survey of Communication Services.

## **ATS**

See Annual Trade Survey.

## **Auxiliaries**

We define headquarters offices, research and development facilities, warehouses, and data processing centers (if they are at separate locations) and other operations that support an establishment's operation, such as auxiliaries. They may have no revenue/receipts associated with their operations.

## **BEA**

See Bureau of Economic Analysis.

## **Benchmark**

A benchmark provides a reference point from which measurements can be made; it is the standard for subsequent measurements. Our economic censuses provide data for setting benchmarks for our current surveys. And some current surveys provide benchmarks for the monthly surveys.

## **Births**

Births are businesses. The importance of this in census and survey terms is that all of our respondent universe and sample selection comes from our master list of establishments in business during a specific period of time. An Employer Identification Number (EIN) is required for a business to report employment taxes. A potential employer obtains an EIN from the IRS by completing Form SS-4, Application for an Employer Identification Number. The IRS obtains much information about the business from Form SS-4, including the Business Name, Trade Name, Mailing Address, Physical Location Address, Legal Form of Organization, industrial activity and more. The SS-4 activates a business account with the IRS, which in turn sends Census the information on the Business Master File. When the business begins filing Form 941 to report its employment taxes, Census adds the record to the SSEL.

## **BLS**

See Bureau of Labor Statistics.

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## Breaks in Time Series

Because we have a long history of censuses and surveys, we publish a great deal of data collected sequentially at fixed intervals of time: monthly, annually, quinquennially (every 5 years). We call these data “time series”, and/or “historical data”. Our introducing a new data coding system also introduces the problem of relating the NAICS-based set of data to the SIC-based set.

Minimizing time series breaks became one of our fundamental concerns that shaped our definition of the the new NAICS coding system. Many of the 4-digit SIC codes will relate in time series with the NAICS codes for two reasons: 1. The industry didn’t change much beyond the change in code; or, 2. New industries resulted from subdividing old ones.

## Bridge Between NAICS and SIC (also known as “The Bridge Report”)

The second report of the *Core Business Statistics* Series from the 1997 Economic Census, *The Bridge Report*, provides a crosswalk for data users between the industry coding system used in the Standard Industrial Classification System (SIC) and the coding system used in the new 1997 North American Industry Classification System (NAICS).

## Broad Lines

The broad lines are summary data for a group of lines that describe detailed revenue. In the example below the sales of lines 0241, 0242, and 0243 total to the broad line, 0240:

0240	Children’s wear	\$3,718,611
0241	Boys’ clothing	\$1,234,931
0242	Girls’ clothing	\$1,295,348
0243	Infants’ & toddlers’ clothing	\$1,188,332

Note: We published these specific lines in the 1992 Economic Census of Retail Trade *Merchandise Line Sales—United States*. (See “lines” for further explanation.).

## Bureau of Economic Analysis (BEA)

The Bureau of Economic Analysis (BEA) prepares the National Income and Product accounts (NIPA) using Census Bureau economic census and survey data as prime source data. The BEA, one of our major customers, played a major role in developing the North American Industry Classification System (NAICS).

## Bureau of Labor Statistics (BLS)

The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American Public, the U.S. Congress, other Federal agencies, State and local Governments, business, and labor. The BLS also serves as a statistical resource to the Department of Labor. The Bureau of Labor Statistics (BLS) had a central role in developing the North American Industry Classification System (NAICS) (See the entry “NAICS” for further information about this system.)

## Businesses

Businesses are private, nongovernmental firms involved in buying, selling, and providing goods or services.

## Business Expenditures Survey

This survey, was formerly known as Assets and Expenditures Survey. We conduct this

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survey every 5 years corresponding to the Economic Census schedule to obtain data on capital expenditures, and operating expenses for retail, merchant wholesale, and selected service firms. Our respondent universe for 1992 was 54,000 firms and Employer Identification Numbers (EIN) that were selected in the samples from the Service Annual Survey; the Annual Trade Survey, and the Annual Retail Trade Survey.

#### DATA PRODUCTS FROM THIS SURVEY

*1997 Business Expenses*

### **Business and Professional Classification Survey**

We conduct this survey to identify and classify business and to update the potential sample universe for current business surveys. We survey firms or establishments with Employer Identification Numbers (EINs) that are newly assigned or recently reactivated by the Internal Revenue Service (IRS). We issue no data products from this survey. Instead, we use the data to update the master list of establishments for eight current surveys: Advance Monthly Retail Sales Survey; Monthly Retail Trade Survey; Annual Retail Trade Survey; Monthly Wholesale Trade Survey; Annual Trade Survey; Transportation Annual Survey; Annual Survey of Communication Services; and, Service Annual Survey.

#### DATA PRODUCTS FROM THIS SURVEY

*We issue no data products from this survey*

### **Capital Expenditures**

Capital expenditures refer to all costs actually incurred that are chargeable to the depreciable assets accounts of a firm. These capital expenditures are costs for which a company maintains depreciation or amortization accounts. Here are the items included and excluded in capital expenditures

#### *INCLUDED*

All items obtained through a capital lease.

Expenditures for new and used structures (including those under construction at the end of the year), fixtures and equipment, additions, major alterations and improvements to existing facilities, and capitalized repairs.

Expenditures made by a firm for structures which, on completion, were or are to be sold or leased back to that firm. (The value of trade-ins are not deducted.)

Capital expenditures made to property leased from others (leasehold improvements).

#### *EXCLUDED*

Capital expenditures made by a firm for property which it leased to others as part of a capital lease arrangement.

Expenditures for land.

Items chargeable as current operating expenses such as cost of maintenance, repairs, supplies.

Expenditures for locations primarily engaged in activities other than merchant wholesale.

Expenditures for goodwill, patents, or copyrights.

Capital expenditures (except capital leases) made by owners of property rented or leased to the surveyed firms.

Cost of assets acquired by tax-exempt organizations, if not reported, are estimates even though depreciation accounts may not be maintained.

### **Cargo**

Cargo is any merchandise transported by a carrier. The term is used interchangeably with "freight".

### **CBO**

See Characteristics of Business Owners Survey.

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## **CBP**

See County Business Patterns.

## **CD-ROM**

The CD-ROM (Compact Disc Read-Only Memory) is one of the three major media types for the data products issued from the 1997 Economic Census. The 1997 Economic Census CD-ROM will contain all published data from the Economic Census that the CD-ROM user, can manipulate. We plan to issue the 1997 Economic Census CD-ROMs quarterly.

## **Census**

See Economic Census.

## **Central Product Classification (CPC) Version 1, The**

Developed and approved by the United Nations Statistical Commission, the Central Product Classification system provides a basis on which international entities can recompile existing basic statistics from their original classification(s) into a standard classification for analytical use.

The CPC classifies all goods and services products. Transportable goods, nontransportable goods and services, and non-produced assets, such as land, patents, licenses, trademarks, and copyrights constitute the products in the CPC classification system.

## **CFS**

See Commodity Flow Survey.

## **Characteristics of Business Owners Survey (CBO)**

The Characteristics of Business Owners Survey every 5 years collects demographic, financial, and economic information on business owners and their businesses.

DATA PRODUCTS FROM THIS SURVEY  
*Characteristics of Business Owners*

## **CIR**

See Current Industrial Reports.

## **City Reference File (CRF)**

The City Reference File is a file from the Economic Census that links the ZIP Code <sup>TM</sup> and Post Office name information to the geographic entities and their associated codes used in that census.

## **Classification**

Classification organizes information systematically into a standard format that is useful and meaningful in the uniform production and presentation of statistics.

A classification system is an exhaustive and structured set of mutually exclusive and defined categories often presented as a hierarchy that is reflected by numeric or alphabetical codes. The economic census uses several different classifications in data collection and publication.

1. For the 1997 Economic Census, we use the new 1997 North American Industry

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Classification System (NAICS) to group industries together and classify businesses. And in censuses prior to 1997 (and in some data tables for the 1997 Censuses) we used the 1987 Standard Industrial Classification System (SIC) to group industries. We call these *Industry Classifications*.

2. We also collect, tabulate, and publish data for establishments in their geographic location (see 'geography'). We call this *Geographic Classification*. That's why when you request data we ask you two questions: what industry are you interested in and what geographic location?
3. We classify **products** in the mining and manufacturing industries. We also Classify sales, receipts, and revenue in the Services Censuses. We have just begun the process of classifying products in the services industries. We call this *Product Classification*.
4. For some specialized surveys, we use classification systems that others federal agencies have developed. For example, we use the Standard Classification of Transported Goods (SCTG), which classifies commodities for collecting and publishing our *Commodity Flow Survey* data.

Additionally, we cross reference our classification systems with a number of international classifications for data.

5. *The Harmonized Commodity Description and Coding System* is a systematic classification of goods traded internationally. It was developed by the Customs Co-operation Council (Conseil De Cooperation Douaniere). We use this coding system to collect, tabulate, and publish import and export statistics. The coding system also encompasses a "CCC Nomenclature for the Classification of Goods" that is used by customs officials in determining tariffs.
6. *Statistical Classification of Products by Activity (CPA) in the European Economic Community*, developed and published by the European Union (EU) for collecting and publishing product statistics, forms the foundation of the statistical data compilation and reporting for European economic and financial activity. In CPA, products are classified according to their industrial origins (activities that characteristically produce them). The classification system has six hierarchal levels and one intermediate level. The primary statistical use of CPA comes from the fact that it is a central product classification: it provides a basis for recompiling statistics on products into a common classification.
7. The *Central Product Classification (CPC) Version 1.*, was developed and approved by the United Nations Statistical Commission to provide a basis on which countries could collect or recompile basic statistics. The CPC classifies all goods and services products: transportable goods, non-transportable goods and services, and non-produced assets, such as land, patents, licenses, trademarks, and copyrights.
8. *Standard International Trade Classification (SITC), Revision 3* Developed and published by the United Nations Statistical Commission, the SITC is designed to enable compilation of international comparability of trade statistics. The SITC groups commodities thus: the materials used in production; processing; market practices and uses of the products; importance of commodity in world trade; and

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technological changes. The classification unit is all merchandise entering international trade. The system was first published in 1951 and the most recent version is Revision 3 published in 1986. This is the last planned revision.

9. *International Standard Industrial Classification of All Economic Activities (ISIC)*

The International Standard Industrial Classification of All Economic Activities (ISIC) provides a standard classification of economic activities. In the ISIC system, the classifications combine the statistical units according to the character, technology, organization, and financing of production. This coding system was developed by the United Nations Statistics Division and it was first published in 1948. The last revision was in 1989; the system is revised periodically, and the 1989 version is the third revision.

**Coefficient of Variation (Variance) (CV)**

The ratio of the standard error to the value being estimated, usually expressed as a percentage. Also known as the relative standard deviation. All economic surveys data products provide tables of the coefficients of variation for the survey.

**Combined Annual and Revised Monthly Retail Trade: Sales and Inventories**

We publish data reflecting our benchmarking process that revised the previously-published monthly estimates of sales and the end-of-the-month inventories by retail stores for a specific time period. The report, the Combined Annual and Revised Monthly Retail Trade, presents seasonally adjusted and unadjusted data, on revised estimates by kind of business, of monthly retail sales and on estimated end-of-month inventories at the U.S. level. We also include purchases, gross margins, accounts receivable and per capita sales. The appendices provide measures of sampling variability. The revised unadjusted inventory estimates reflect the findings of our Annual Retail Trade Survey.

DATA PRODUCTS FROM THIS SURVEY

*Combined Annual and Revised Monthly Retail Trade*

**Commercial Regions of Puerto Rico**

The nine commercial regions of Puerto Rico provide the optimal geography for collecting, tabulating and publishing economic data for that country.

**Commodity (Commodities)**

A commodity is a product that an establishment produces, sells, or distributes.

**Commodity Flow Survey (CFS)**

Starting in 1993 and continuing in 1997, we conduct the Commodity Flow every 5 years in synchronization with the Economic Census schedule. In partnership with the Bureau of Transportation Statistics, U.S. Department of Transportation, the survey is designed to provide detailed measures of commodity movements in the United States. The survey universe is establishments with paid employees and engaged in manufacturing, mining, wholesale trade, selected retail, and selected services industries as defined in the 1987 Standard Industrial Classification (SIC). The Commodity Flow Survey data products for 1997 cover the following geography: census regions, divisions, States, and selected metropolitan areas. It includes information on the commodities shipped, their value, weight, and mode of transportation as well as the origin and destination of all shipments. The survey includes selected data on exports and hazardous materials

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shipments.

#### DATA PRODUCTS FROM THIS SURVEY

*1997 Economic Census Commodity Flow Survey*

### **Company**

A company is a business organization or entity consisting of one domestic establishment (location) or more under common ownership or control. All establishments of subsidiary firms are included as part of the owning or controlling firm. For the economic censuses, the terms “firm” and “company” are synonymous.

### **Company Statistics**

The “1997 Survey of Minority - and Women-Owned Business Enterprises” collects information about the gender, race, and ethnic background of business owners in the United States. The collected data are tabulated and aggregated into statistics that will be published in seven data products between June and December 2000. The Company Summary data product will contain information that we previously in the 1992 Enterprise Statistics program.

#### DATA PRODUCTS FROM THIS SURVEY:

*Minority-Owned Businesses ( Separate data products for: Black; Hispanic; Asians and Pacific Islanders; American Indians and Alaska Natives; and, Summary (total minority-owned)*

*Women-Owned Businesses*

*Company Summary (All businesses, including male - and nonminority-owned)*

### **Composite Measure**

A composite measure is a value that is derived from a number of different data sets. For example, the Gross Domestic Product (GDP) is a measure of the value of goods and services becoming available to the United States from economic activity. The sum of incomes from economic activity, one type of GDP composite measure is derived thus: income from self employment+gross trading profits of companies+ gross trading surplus of public utilities +rent = total domestic income before providing for stock appreciation. The Bureau of Economic analysis calculates these composite measures using data from Census Bureau economic censuses and surveys along with data from other United States Government agencies.

### **Concentration Ratios**

The percentage of total industry size accounted for by the largest companies in an industry.

### **Consolidated Metropolitan Statistical Area**

The Office of Management and Budget defines the Consolidated Metropolitan Statistical Area to be an area that has within it one or more Primary Metropolitan Statistical Areas (PMSAs).

Metropolitan Area (MA)

Metropolitan Statistical Area (MSA) Includes a city of at least 50,000 people.

Consolidated Metropolitan Statistical Area (CMSA) Contains one or more PMSAs.

Primary Metropolitan Statistical Area (PMSA) Has a population of 1 million plus.

### **Comparative Statistics**

Part of the *Core Business Statistics* data products for the 1997 Economic Census,

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*Comparative Statistics* provides United States and State totals by the 1987 Standard Industrial Classification System for both 1992 and 1997.

### **Company Organization Survey (COS)**

The Company Organization Survey solicits information annually on payroll and employment from large companies. The COS also seeks data on changes in their organizational structure including deaths and births.

#### DATA PRODUCTS FROM THIS SURVEY

The COS produces no data products. We conduct it to update our master records.

### **Consolidated Metropolitan Statistical Area (CMSA)**

See Metropolitan Area.

### **Core Business Statistics**

A set of four data products that contain 1997 Economic Census data for all NAICS Sectors for the United States included in the 1997 Economic Census. Their titles: *Advance Report*, *Comparative Statistics*, *Bridge Between NAICS and SIC*, and *Nonemployer Statistics*.

### **COS**

See Company Organization Survey.

### **County Business Patterns (CBP)**

A data product issued annually by the Economic Planning and Coordination Division of the Census Bureau. The data are derived from employment and payroll information reported to the Internal Revenue Service and Census Bureau, company organization survey.

### **CRF**

See City Reference File.

### **Current Business Reports**

The Current Business Reports is a collective term for our monthly and annual surveys. Also called "economic surveys" and "current surveys", the surveys cover the following NAICS sectors:

Sector 31-33	Manufacturing
Sector 42	Wholesale Trade
Sector 44-45	Retail Trade
Sector 48	Transportation
Sector 51	Information
Sector 52	Finance and Insurance
Sector 54	Professional, Scientific, and Technical Services
Sector 71	Arts, Entertainment, and Recreation

### **Current Industrial Reports (CIR)**

Current Industrial Reports provide monthly, quarterly, and annual measures of industrial activity (production and shipments of selected products). These reports provide detailed data for use in markets analysis, forecasting, decision-making, and benchmarking.

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*Manufacturing Profiles  
Manufacturers' Shipments, Inventories, and Orders  
Survey of Plant Capacity*

(NOTE: Current data are released electronically on the Internet for all individual surveys as they become available. Use <http://www.census.gov/econ/www/manumenu.html>. Individual reports can be accessed by choosing "Current Industrial Reports (CIR's)," clicking on "Report Number Index"; from the "Industrial Products by Numeric Index," choose the survey of interest. Follow the menu to view the text (ASCII) file or to download the worksheet file (WK format) to your personal computer. Several years of data are presented for each individual survey.)

## **Current Month**

The most recent month for which data are requested on business survey forms.

## **Cutoff Sample Survey**

A cutoff sample is a selection of a representative survey population that stays within predefined boundaries.

## **CV**

See Coefficient of Variation (Variance).

## **Data Products**

We provide the tabulated results of our economic censuses and surveys via data products in a number of media formats: Internet Electronic (PDF and HTML); database files; and CD-ROM; printed reports; and press releases.

In releasing the data from the 1997 Economic Census we plan to observe a two-series release system:

Series 1. Detailed data that we issue by NAICS sector on CD-ROM and the Internet (see "sector" for definition of that term).

Series 2. Summary Reports by NAICS sector; Bridge Report (NAICS and SIC crosswalk); and SIC/NAICS comparison reports.

Our quickest delivery of current data is by the Internet starting with our home page: <http://www.census.gov>. Our Internet offerings are in three different file formats for the most part: PDF; downloadable files in various database formats (dBASE, Lotus, Access, with version always specified); HTML documents viewable with an Internet browser. We will issue CD-ROMS quarterly beginning in August 1999, with the CD-ROM versions 'filling up' with data as processing of a data set reaches completion and is approved for release. Our printed reports take the longest to produce. We are planning to release in print only summary statistics for the United States. Please consult Appendix A for our planned data products and their media.

## **Data Set (dataset)**

A data set is an organized collection of data with a common theme. Classic Census examples of data sets are our nonemployer statistics data set; our Annual Survey of Communications Services data set; and our Vehicle Inventory and Use survey data set.

## **Data Year**

The year for which the data item is reported. The data year often is the year cited in the title of the census or survey. For example, the 1997 Economic Census tells us that the revenue/receipts/sales, payroll, and employment data that establishments reported were for 1997. Likewise, the *Annual Survey of Communication Services: 1997* says that the data year is 1997. 'Data year' is also known as the "reference year".

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## Depreciable Assets, Gross Value of

Gross value of depreciable assets is the acquisition value (original cost) of all assets for which depreciation and amortization accounts are ordinarily maintained. Included are all improvements and new construction “in progress” and the gross value of machinery and equipment owned by firms but leased or rented to other firms except under capital lease arrangements. Excluded are land and depletable assets (timber and mineral rights), nondepreciated assets (cash and inventories), and all intangible assets such as goodwill, patents, or copyrights.

## Disclosure

Title 13, United States Code Census sets down the law that the Census Bureau cannot release any data that would disclose information about individuals (in the decennial censuses) or individual establishments or businesses in economic surveys and censuses. We use at least three terms to indicate that we have taken measures to avoid disclosing individuals: ‘disclosure’, ‘disclosure avoidance’, and ‘suppression’. The decennial census use the latter two terms more frequently than we do on the economic census and survey side. To avoid disclosing individual data, generally we apply a formula to the data as they are tabulated to replace with a or a symbol any number that could be linked to a specific establishment or business. This happens in industries (or geographic area) that are dominated by large companies.

## Dollar Values

Dollar values that we publish from our census and surveys are current dollars. That is, 1998 revenues are in 1998 dollars and 1997 revenues are in 1997 dollars. We advise that you take into account inflation when you read historical dollar values or when you use dollar-value revenues across time.

## Digits in Classification Codes

We designed the North American Classification System (NAICS) to be an hierarchical coding system. The topmost level, the Sector has a 2-digit code and broadly covers a number of industries. The next level down, the Subsector, has a 3-digit code and covers a narrower range of industries than the sector. The 4-digit code is the Industry Group and that covers an even more specific set of industries. The 5-digit code is the NAICS Industry. And the 6-digit code is the National Industry and this usually covers one very specific type of industry. Frequently, you will hear us say, “We publish this set of data only at the 3-digit level”, which is our way of expressing how much industry detail we have for that particular sector. An example helps make the point. Here is the sector-to-six-digit hierarchy for an industry in Sector 51 Information:

Sector	51	Information
Subsector	513	Broadcasting and Telecommunications
Industry Group	5131	Radio and Television Broadcasting
NAICS Industry	51311	Radio Broadcasting
National Industry	513111	Radio Networks
National Industry	513112	Radio Stations
NAICS Industry	51312	Television Broadcasting
National Industry	513120	Television Broadcasting

You can see the branching from the broad ‘information’ of the 2-digit sector into more specific industries, ‘radio networks’, ‘radio stations’, and ‘television broadcasting’. If you seek data for radio networks only, you would need data published at the 6-digit level.

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## DOT

See Department of Transportation.

## Department of Transportation (DOT)

Designation for the Department of Transportation.

## EA

See Economic Areas.

## Economic Areas (EA)

The Bureau of Economic Analysis (BEA) uses their Economic Areas for regional economic analysis as well as geographically-detailed economic analysis down to the local areas of the United States. Using the EA's, BEA compiles data about earnings by industry, employment by industry as well as aggregated data about personal income of the population in the EA. The 172 Economic Areas that BEA defined gain their definition by BEA's first identifying areas, which they call "nodes", that are centers of economic activity but the root geography for the EA's is the metropolitan areas.

## EC

See Economic Census.

## Economic Census (EC)

"Economic Census" is a collective term for the Census Bureau's census of industries in the United States. We conduct the Economic Census every five years ending in "2" and "7". Starting with the 1997 Economic Census, the economic census covered establishments in the following NAICS industry Sectors:

SECTOR	TITLE
11	Agriculture, Forestry, Fishing and Hunting
21	Mining
22	Utilities
23	Construction
31-33	Manufacturing
42	Wholesale Trade
45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (except Public Administration)
92	Public Administration

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## **Economic Geographic Reference File (EGRF)**

The current reference file of geographic entities for the economic census.

## **Economic Planning and Coordination Division (EPCD)**

Designation for the Economic Planning & Coordination Division, Bureau of the Census. EPCD coordinates planning and implementing the economic censuses with the Service Sector Statistics Division (SSSD), Manufacturing and Construction Division (MCD) Economic Statistical Methods and Programming Division (ESMPD), and the National Processing Center (NPC).

## **EGRF**

See Economic Geographic Reference File.

## **EIC**

See Enterprise Industry Categories.

## **EIN**

See Employer Identification Number.

## **Employees**

Employees are all those who work for a wage or salary and perform services for an employer “Paid employees” is a column heading in our data publications. The data content is “ numbers of paid employees”. (See “Payroll”).

## **Employment**

“Employment” denotes “paid employment”. “Paid employment” encompasses full and part-time employees who were on the payroll in the pay period including March 12. Included are employees on sick leave, holidays, and vacations; not included are proprietors and partners of unincorporated businesses. “Nonemployers” are U.S. businesses with no paid employees. See “Nonemployer”.

## **Employer Identification Number (EIN)**

A unique number assigned by the Internal Revenue Service to every employer in the United States for the purposes of identification.

## **Equipment**

Equipment is goods used to produce other goods or services but are not themselves used up in the process. The term, ‘equipment’ is used for such capital assets as machinery, tools, furnaces, appliances, and vehicles of various kinds

## **Establishment**

An establishment is a single physical location at which business is conducted or where service or industrial operations are performed. It is also the smallest basic unit for which we collect key economic data (employment, payroll, value of products or services produced or sold). Establishment-level data provides the most definitive detail about economic activity. Most economic census data represents a summary of reports for individual establishments rather than companies. The data for each establishment are geographically tabulated where the establishment is located.

## **Estimates**

In order to define “estimates” we need to establish the context. All of our sample surveys select a sample of respondents from a total universe in our Standard Statistical

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Establishment List (SSEL) of about 21 million establishments and companies. For example, for the 1997 Surveys of Minority- and Women-Owned Business Enterprises, our Company Statistics Division selected a sample universe of 1 million partnerships and corporations for Phase 1 of two phases. For Phase 2, they selected an additional 1.5 million sole proprietorships, and new partnerships and corporations operating in 1997 to be the respondents. In these surveys, these 2.5 million respondents represent the total universe in the SSEL of about 8 million minority and women-owned businesses. The survey involved about 31 percent of the total universe on our SSEL. After we receive the responses from our survey respondents, we apply mathematical formulae specifically tailored to the survey to arrive at an **estimate** of totals. An estimate, then, is the result of mathematical calculations or application of a formula. The data that we publish from our surveys are estimates. (See “census” for the contrasting concept.)

### **Eurostat Statistical Office of The European Community**

Eurostat provides the European union with the statistical information services.

### **Expenditure**

Expenditure is an actual payment or the creation of an obligation to make a future payment for some benefit, item, or service rendered.

### **Finance and Insurance Sector**

The Finance and Insurance sector comprises establishments primarily engaged in financial transactions (transactions involving the creation, liquidation, or change in ownership of financial assets) and/or facilitating financial transactions.

### **Firm**

A firm is a business organization consisting of one or more domestic establishments under common ownership or control. The "firm" and the "establishment" are the same for single-establishment (single unit (SU)) firms. For each multi-establishment firm (multiunit (MU)) , establishments in the same industry will be counted as one firm. We sum the firm employment and annual payroll from the associated establishments.

### **Form**

In economic censuses and surveys, we call the questionnaire a “form” or a “report form”. That term best reflects the fact that our respondent universe is (generally) accountants and payroll managers of establishments, businesses, and companies.

### **Frame**

A frame is a list, map, or other specified unit that constitutes the available information relating to the universe (population) that we are sampling. We use this term on some of our Economic Survey sites.

### **Freight**

Freight is all merchandise, goods, products, or commodities shipped by rail, air, road, or water (other than baggage, express mail, or regular mail). See also “Cargo”.

### **GAS**

See Geographic Area Series.

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## **GDP**

See Gross Domestic Product.

## **General Merchandise, Apparel, and Furniture (GMAF)**

General merchandise, apparel, and furniture is a term that describes stores specializing in department store types of merchandise.

## **Geographic Area Series (GAS)**

A series of publications of the Economic Census that contains data for each sector for the United States, States, Metropolitan Areas; and for selected sectors, counties and places. The levels of geography for each sector will vary depending on the nature of the industry. Sectors that are characterized by industries operated as a network of locations will not publish below the state.

## **Geographic Classification**

See "Classification".

## **Geography, Economic Census**

Economic Census Geography covers the 50 States of the United States, the District of Columbia, Puerto Rico, the Virgin Islands of the United States, Guam, and the Northern Mariana Islands (collectively, "the Outlying Areas"). The Economic Census content and geography differ between the 50 States of the United States and the Outlying Areas, so the census scope, content, timing, and data products are different not only for the United States and the Outlying Areas but also are specialized for each of the Outlying Areas.

The table below provides geography for the 1997 Economic Census and the Current Surveys.

<b>1997 Economic Census by sector</b>	<b>States</b>	<b>MA's</b>	<b>Counties</b>	<b>Places 2500+</b>	<b>ZIP Code</b>
Economic-wide Statistics: Comparative Statistics Nonemployer Statistics Minority- and Women Owned Business	X X X	X	X	X	
Mining	X				
Utilities	X	X			
Construction	X				
Manufacturing	X	X	X	X	X
Wholesale Trade	X	X	X	X	
Retail Trade	X	X	X	X	X
Transportation and Warehousing	X	X			
Information	X	X	X	X	
Finance and Insurance	X	X			
Real Estate and Rental and Leasing	X	X	X	X	
Professional, Scientific, and Technical Services	X	X	X	X	X

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Management of Companies and Enterprises	X				
Administrative and Support, Waste Management and Remediation Services	X	X	X	X	X
Educational Services	X	X	t	t	t
Health Care and Social Assistance	X	X	t	t	t
Arts, Entertainment and Recreation	X	X	t	t	t
Accommodation and Food Services	X	X	X	X	X
Other Services (except Public Administration)	X	X	t	t	t

“t” indicates data are not available for tax-exempt firms at this level “s” indicates only selected areas.

Current Economic Programs	States	MA's	Counties	Places 2500+	ZIP Codes
Annual Survey of Manufactures	X				
Current Industrial Reports	S				
New Residential Construction in Selected MSA's		S			
Housing Units Authorized by Building Permits		S		S	
County Business Patterns	X		X		
ZIP Business Patterns	X				X

### Geography, Economic Surveys

A number of surveys observe specialized geography, some of which is administratively created for gathering statistically meaningful data. Examples of these that we have in this handbook are National Transportation Analysis Regions (NTARS) and Economic Areas (EA's).

### Geographic Information System (GIS)

A database system for the storage, retrieval, and maintenance of data about major aspects of the earth's surface. Global Positioning Systems (GPS) uses this database system to pinpoint locations (see Global Positioning System ).

### Geographic Reference Manual (GRM)

A detailed list of all the geographic entities and their associated codes as recognized in the economic census. The lowest geographic level at which we publish economic data is the ZIP Code <sup>TM</sup>.

(Note: The *Economic Geographic Reference Manual*, which is the GRM, is different from the geographic reference manual for the decennial census, which is titled *The Geographic Areas Reference Manual* (GARM). Both census as (economic and decennial) share some geographic concepts, but the decennial has to publish data wherever people are in the United States and Outlying Areas. This means that the geographic level for decennial data collection and publication is much more detailed (down to the block) than the economic geography, with the two most geographic levels of place and ZIP Code<sup>TM</sup>

### GMAF

See General Merchandise, Apparel, and Furniture.

### GNP

See Gross National Product.

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## **Gross Domestic Product (GDP)**

Gross Domestic Product (GDP) is a measure of the output of goods and services produced by labor and property located in the United States. The Department of Commerce's Bureau of Economic Analysis (BEA) calculates the GDP using source data from the Census Bureau's economic censuses and surveys.

## **Gross State Product (GSP)**

The Gross State Product is a measure of the output of goods and services produced by economic activity in each State. The Department of Commerce's Bureau of Economic Analysis calculates the GDP using source data from the Census Bureau's economic censuses and surveys as well as data from other Federal government agencies.

## **Gross Margin**

Gross margin represents sales less cost of goods sold.

## **Gross National Product (GNP)**

Gross National Product (GNP) is the total flow in money terms of all goods and services that an economy produces during a specified period.

## **GRM**

See Geographic Reference Manual.

## **Guam, Census of**

The universe of the Census of Guam is all establishments engaged in construction, manufacturing, wholesale trade, retail trade, and selected service activities excluding peddlers and other itinerant vendors without established places of business. The published report for the 1997 Census of Guam contained data for Guam as a whole and for its 20 election districts. The data items that they published in 1997 were: Number of Establishments, Sales and Receipts, Annual Payroll, First Quarter Payroll, Paid Employees for Selected Period, Numbers of Proprietors and Partners, Number of Unpaid Family Workers (only those who worked 15 hours or more).

### **KINDS OF BUSINESS AND AREAS COVERED IN THE 1997 CENSUS OF GUAM**

The 1997 Economic Census covers all establishments described in the following kind-of-business (KB) groups defined in the 1987 Standard Industrial Classification (SIC) Manual.

<b>KB groups</b>	<b>SIC codes</b>
Construction	15 through 17, and 6552
Manufacturing	20 through 39
Wholesale Trade	50 and 51
Retail Trade	52 through 59
Services	472; 70 through 79, except 702 and 704; and 8072, 8111, 84,871, 8731, 8732, 8734, and 874

## **Harmonized Commodity Description and Coding System, The**

The Harmonized Commodity Description and Coding System is a systematic classification of goods handled in international trade. It was developed by the Customs Co-operation Council (Conseil De Cooperation Douaniere). We use this coding system to collect, tabulate, and publish our import and export statistics of our Foreign Trade

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Division. The coding system also encompasses a “CCC Nomenclature for the Classification of Goods” that is used by customs officials in determining tariffs.

## **HOSS**

See Housing Sales Survey.

## **Housing Sales Survey (HOSS)**

Provides monthly and quarterly statistics on new single-family non-farm house sales.

## **Income**

Income is an amount of money or its equivalent accruing over a specified period to an individual, family, household, firm, or a nation.

## **Index**

An index is a statistical yardstick expressed in terms of percentages of a base year or years.

## **Industry**

Industry is a generic term designating economic activity. In the NAICS classification system, as a rule, industries are grouped by similarities of production process.

## **Industry Classification**

See “Classification”.

## **Industry Group**

The term, “industry group” identifies a classification level in both the Standard Industrial Classification (SIC) system and the North American Industry Classification System (NAICS).

In the SIC system, the 3-digit Industry Group is the second highest level of classification, the highest being the 2- digit Major Group. So, for example in SIC Major Group 50. Wholesale Trade–Durable Goods, some of the 3-digit Industry Groups are:

- 501 Motor Vehicles and Motor Vehicle Parts;
- 502 Furniture and Homefurnishings;
- 503 Lumber and Other Construction Materials; and,
- 506 Electrical Goods.

In the NAICS system, the Industry Group is 4 digits, the Sector (2 digits) and the Subsector (3 digits) covering broader groupings of industries than the Industry Group. For example, in NAICS Sector 42 Wholesale Trade, Subsector 421 Wholesale Trade, Durable Goods, some of the Industry Groups are:

- 4211 Motor Vehicle and Motor Vehicle Parts and Supplies Wholesalers;
- 4212 Furniture and Home Furnishing Wholesalers;
- 4213 Lumber and Other Construction Materials Wholesalers; and,
- 4216 Electrical Goods Wholesalers.

## **Industrial Research and Development, Survey of (“R&D Survey”)**

The Survey of Industrial Research and Development provides data about net sales, total employment and employment of scientists and engineers; total research and development spending as well as basic research being conducted by industrial firms in the United States. Industry, government, and academia use these data to evaluate and

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make decisions about R&D spending by U.S. industries and to develop government and corporate policy. The respondent universe for this survey: about 24,000 domestically- and foreign- owned companies that are classified in private nonfarm industries.

#### DATA PRODUCTS FROM THIS SURVEY

The National Science Foundation (NSF), the survey sponsor, publishes the data products from this survey, *Research and Development in Industry*. The NSF publishes the data annually and biennially (every two years). The annual data: national estimates of research and development within the United States by 2- and selected 3-digit SIC industry. The biennial data: research and development by product field, expenditures by geographic area, and detailed data about energy and pollution-abatement research and development.

### **INEGI**

See Instituto Nacional de Estadística, Geografía e Informática.

### **Instituto Nacional de Estadística, Geografía e Informática (INEGI)**

The Instituto... is Mexico's National Institute of Statistics, Geography, and Data Processing. Along with Statistics Canada, INEGI partnered with federal agencies in the United States to develop NAICS.

### **International Standard Industrial Classification of All Economic Activities (ISIC)**

The International Standard Industrial Classification of All Economic Activities (ISIC) provides a standard classification of economic **activities**. In the ISIC system, the classifications combine the statistical units according to the character, technology, organization, and financing of production. This coding system was developed by the United Nations Statistics Division and it was first published in 1948. The system is revised periodically, and the most recent revision was in 1989.

### **Inventory to Sales Ratio (Inventory/Sales Ratio)**

The inventory to sales ratio shows the relationship of the end-of-month values of inventory to the monthly sales. These ratios indicate the number of months of inventory on hand in relation to the sales for a month. For example, a ratio of 2.5 would indicate that the retail stores have enough merchandise on hand to cover two and a half months of sales.

#### DATA PRODUCTS FROM THIS SURVEY

*Data products consisted of press releases: “February Business Investment and Plans” (early estimates of investment and plans each year) and “September Business Investment and Plans”. The data content: total capital investments, excluding land and depletable assets; estimated current-year expenditures, planned spending, and, published midyear--revised plans for investments.*

### **Kind of Business (KB)**

The Census Bureau assigns NAICS-based 7- and 8-digit classification codes to industries with significant economic activity. These classification codes enable us to collect, tabulate, and publish detailed data about an industry. An example:

The NAICS Industry code (6-digit): 453210 Office Supplies and Stationary Stores.  
Census Bureau NAICS-based Kind of business classification codes:

4532101	Stationary Stores
4532102	Office Supplies Stores
45321021	Office Supplies Stores
45321022	School Supplies Stores (Retail)
45321023	Other Office Supplies Stores (Retail)

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## Last In First Out (LIFO)

Last in, first out is an inventory method in which it is assumed that goods are sold in reverse order of their acquisition. Cost of sales is based on the most recent costs and ending inventory is based upon the cost of the earliest purchase made.

## Legal Form of Organization (LFO)

Legal Form of Organization (LFO) describes the organizational structure of a company. In the Economic Census we publish data by LFO. The LFO categories that the economic census uses are:

- a. Corporation - Enterprises legally incorporated under state laws.
- b. Partnership - Unincorporated business or enterprise owned by two or more persons having financial interest in the business.
- c. Sole (or individual) Proprietorship - Unincorporated business or enterprise owned by one person. In some surveys self-employed persons are included in this definition.
- d. Nonprofit Organization - Business or enterprise with non-profit status (tax-exempt).
- e. Subchapter S corporation. Subchapter S is a special IRS designation for legally incorporated businesses with 35 or fewer shareholders who elect to be taxed as individual shareholders rather than as corporations.
- f. C corporation - A legally incorporated business or enterprise that has no restrictions.
- g. Other (Associations, Trust, Joint Ventures, Estates) Business or enterprise formed by other legal forms of organization.

## LFO

See Legal Form of Organization.

## Lines

See "Sources of Revenue"

What Sources of Revenue are called by the NAICS Sectors that we publish	
SECTOR NUMBER & NAME	NAME
22 Utilities	Revenue
42 Wholesale Trade	Commodity
44-45 Retail Trade	Merchandise
48-49 Transportation & Warehousing	Revenue
51 Information	Revenue/Receipts
52 Finance & Insurance	Revenue
53 Real Estate & Rental & Leasing	Revenue
54 Professional, Scientific & Technical Services	Receipts/Revenue
55 Management of Companies & Enterprises	Revenue
56 Administrative & Support & Waste Management & Remediation Services	Receipts
61 Educational Services	Receipts/Revenue
62 Health Care & Social Assistance	Receipts/Revenue
71 Arts, Entertainment, & Recreation	Receipts/Revenue
72 Accommodation & Food Services	Merchandise
81 Other Services (Except Public Administration)	Receipts/Revenue
92 Public Administration	Revenue

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## **MA**

See Metropolitan Area.

### **Manufacturers' Shipments, Inventories, and Orders Survey (M3)**

The Manufacturers' Shipments, Inventories, and Orders (M3) survey provides broad-based, monthly statistical data on economic conditions in the domestic manufacturing sector. The survey measures current industrial activity and provides an indication of future business trends.

#### DATA PRODUCT FROM THIS SURVEY

*Manufacturers' Shipments, Inventories, and Orders*

### **Manufacturing**

Manufacturing is the mechanical, physical, or chemical transformation of materials or substances into new products. Establishments in the Manufacturing Sector 31-33 are often described as plants, factories, or mills and typically use power-driven machines and materials-handling equipment. Also included in the Manufacturing Sector are some establishments that make products by hand, like custom tailors and the makers of custom draperies; some establishments like bakeries and candy stores that make products on the premises may be included

### **Manufacturing and Trade Inventories and Sales**

The "Manufacturing and Trade: Inventories and Sales" press release presents monthly sales and inventories of manufacturers, retailers, and merchant wholesalers.

### **Manufacturing, Census of**

Part of the 1997 Economic Census, the Census of Manufacturing covers all manufacturing establishments with one or more paid employees. See "Manufacturing".

#### DATA PRODUCTS FROM THE ECONOMIC CENSUS

*Manufacturing Industry Series*

*Numerical Manufactured and Mineral Products*

### **Manufacturing, Concentration Ratios Report**

The Concentration Ratios report provides data on the percentage of value of shipments accounted for by the 4-, 8-, 20-, and 50-largest companies.

### **Manufacturing, General Summary Report**

The General Summary report provides industry and geographic area statistics in a single summary report. It includes higher levels of data aggregation than the industry and state reports. It also includes revisions to the data made after the release of the Industry Series and Geographic Areas reports.

### **Manufacturing, Geographic Area Reports**

The Geographic Area reports present statistics for industries with 250 employees or more at the "all manufacturing" level for each state and its metropolitan areas, for industries with 500 employees or more in counties, consolidated cities, and places. These reports include NAICS six-digit (Industry code) level for industries with 100 employees or more in the state.

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## **Manufacturing, Industrial Products Reports**

The Industrial Products Reports provide data about products in the manufacturing industries. The data are collected in annual, quarterly and monthly surveys and in the periodic economic census. Examples of some of the report titles: Flour Milling (from an annual survey); Carpets and Rugs (from quarterly survey); Titanium Dioxide (from a monthly survey); Broadwoven Fabrics (two reports, one from a monthly survey, the other from the economic census).

## **Manufacturing Industry Series**

The Manufacturing Industry Series of reports consists of 480 reports, issued on a flow basis, that provide tabulated data for individual industries that was collected in the 1997 Economic Census. Titles of some of the Industry Series Reports: "Creamery Butter Manufacturing", "Envelope Manufacturing", "Railroad Rolling Stock Manufacturing." The Industry Series includes five other reports that are listed below and defined in their alphabetical location in the handbook.

### DATA PRODUCTS IN THE INDUSTRY SERIES

*Industry Reports*

*Geographic Area reports* (51 reports by States and the District of Columbia)

*General Summary*

*Products and Materials Consumed*

*Concentration Ratios*

*Location of Manufacturing* (data files)

(Note: We have these reports on the Internet in Adobe Acrobat PDF format at this site: <http://www.census.gov/> (home page). Click on "PDF Publications" and select "Manufacturing and Mineral Industries". Then click on the word. "Document" on the line for "EC97M311A-5111F, "1997 Economic Census, Manufacturing Industry Series".)

## **Manufacturing, Location of Manufacturing Data Files**

The Location of Manufacturing data files provide data on the number of establishments by state, county, place and ZIP Code™ by employment size.

## **Manufacturing, Products and Materials Consumed Reports**

The Products and Materials Consumed reports provide summaries of the products and materials data published in the Industry Series reports. These reports also include data from the Current Industrial Reports as well as providing a special table of data for products that are primary to more than one industry.

## **MARTS**

See Advance Monthly Retail Survey.

## **Merchant Wholesalers**

Merchant wholesalers take title to the goods they sell. For example all of these are merchant wholesalers: industrial distributors, voluntary group wholesalers, exporters, importers, cash-and-carry wholesalers, drop shippers, retailer cooperative warehouses, and cooperative buying associations.

## **Metadata**

Born in the Internet age, the term metadata encompasses all information that is not data sets, data tables or summaries of findings. Metadata comprises introductions, appendixes, definitions, lists of computer code, record layouts—anything that constitutes guidelines, explanations, and documentation.

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## **Metropolitan Area (MA)**

The general concept of a metropolitan area (MA) is one of a large population nucleus, together with adjacent communities that have a high degree of economic and social integration with nucleus. Some MA's are defined around two or more nuclei.

Each MA must contain either a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total MA population of at least 100,000 (75,000 in New England). An MA comprises one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, MA's are composed of cities and towns rather than whole counties. The territory outside MA's is referred to as "nonmetropolitan." MA's are defined under the auspices of the U.S. Office of Management and Budget.

## **Metropolitan Statistical Area (MSA)**

Metropolitan statistical areas (MSA's) are relatively freestanding; MA's are not closely associated with other MA's. These areas typically are surrounded by nonmetropolitan counties.

Nationwide, each metropolitan area is assigned a four-digit FIPS code, in alphabetical order. If the fourth digit of the code is a "2," it identifies a CMSA. PMSA's are identified by the CMSA code together with a separate four-digit FIPS PMSA code.

MSA/CMSA and PMSA codes are carried on the records of the counties and places that comprise them, except for counties in New England where MA's may cross county boundaries. New England counties are assigned MSA and PMSA codes of "0000". Outside of New England, nonmetropolitan counties and places have MSA and PMSA codes of "9999".

## **Microdata**

We use the term, "microdata" to identify data files that we publish on CD-ROM that contains unaggregated records for individual respondent. To ensure Title 13 disclosure avoidance, we modify the records so that individual households or establishments cannot be identified. In 1992, we published both The Truck Inventory and Use Survey as a printed report and microdata from that survey on a CD-ROM.

## **Mining**

Mining is defined as the extraction of naturally occurring mineral solids, such as coal and ores; liquid minerals, such as petroleum; and gases, such as natural gas. The term mining is used in the broad sense to include quarrying, well operations, beneficiating (e.g., crushing, screening, washing, and floatation), and other preparations customarily performed at the mine site or as part of the mining activities. The Mining sector of the 1997 Economic Census covers all mining establishments of companies with one or more paid employees.

DATA PRODUCTS FROM THE ECONOMIC CENSUS

*Mining Industry Series*

*Numerical Manufactured and Mineral Products*

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## **Minority-Owned Business Enterprises, Survey of (SMOBE)**

This survey provides basic economic data on businesses owned by minorities in the United States. We conduct the Survey of Minority-Owned Business Enterprises every 5 years coinciding with the economic census to identify business environments where minority-owned businesses can succeed. The data year (or reference year) is always identified in the title of the data product. The 1997 Survey is the most recent one that we have conducted.

## **Monthly Retail Trade Survey (MRTS)**

The Monthly Retail Trade Survey provides estimates of monthly sales and end-of-month merchandise inventories of retail stores in the United States by selected kinds of business.

In our data products, we publish national sales and inventories estimates, adjusted and not adjusted, for seasonal variations, holiday, and trading-day differences. Inventories data contain no significant trading-day differences.

DATA PRODUCTS FROM THIS SURVEY  
*Monthly Retail Sales and Inventories*

## **Monthly Wholesale Trade Survey (MWTS)**

The Monthly Wholesale Trade Survey collects data to provide estimated national sales and inventories, and stock/sales ratios. Our published data, at the United States level, contain estimates of sales, inventories on a non-LIFO ("last in-first out") basis, and stock-sales ratios for merchant wholesalers, by major kind-of-business groups, for the current month, previous month, and current month-previous year estimates. We adjust the data for seasonal variations and, in the case of sales, for trading-day differences.

In this report we also include percent changes, seasonal adjustment factors, and estimated sampling variability of sales and inventories of merchant wholesalers by Standard Industrial Classification (SIC) 3-digit kind of business.

DATA PRODUCTS FROM THIS SURVEY  
*Monthly Wholesale Trade Sales and Inventories*

## **Motor Freight Transportation and Warehousing Survey**

See Transportation Annual Survey.

## **MRTS**

See Monthly Retail Trade Survey.

## **MSA**

See Metropolitan Statistical Area.

## **Multiestablishment**

Multiestablishment is the same as a multiunit. See Multiunit (MU).

**Multiunit (MU)** "Multiunit" distinguishes companies that conduct their operations at two or more locations or that has two or more separate and distinct activities at the same location.

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## Municipio

A municipio is a legally constituted unit into which authorities divided Puerto Rico. A municipio is entirely included in a commercial region; it does not cross boundaries to form part of any broader geographic area. The nine commercial regions delineated by the Puerto Rico Department of Commerce, and named for the principal municipio in the area.

## MWTS

See Monthly Wholesale Trade Survey.

## NAICS

See North American Industry Classification System. SEE ALSO: "Sector" for descriptions of each of the NAICS sectors.

## NAICS Industry

The NAICS Industry is the 5-digit code classification in the 6-digit coding system. It fits between the 4-digit Industry Group and the 6-digit National Industry. This code provides a summary level for all of the 6-digit codes in a Sector.

To put this in perspective, the coding structure for the broadcasting industry in the Information Sector 51 is:

Sector	51	Information
Subsector	513	Broadcasting and Telecommunications
Industry Group	5133	Telecommunications
NAICS Industry	51332	Wireless Telecommunications Carriers (except Satellite)
National Industry	513321	Paging

## NASS (National Agricultural Statistics Service)

NASS is the designation for the National Agricultural Statistics Service, Department of Agriculture. Starting with 1997, NASS now conducts the economic census of Agriculture.

## National Income and Products Accounts (NIPA)

Also called "National Accounts." The Bureau of Economic Analysis produces these statistics using source data from the Census Bureau's economic surveys and censuses along with other government data that present basic information on United States' economic growth and regional economic development.

## National Industry

In the NAICS classification system, the national industry is the 6-digit code level that encompasses the greatest detail for an industry. We also call it simply "Industry" preferring to opt for "National Industry" when the industry is only in the United States. To put this code level in perspective, the full coding structure for the Information Sector 51 is:

Sector	51	Information
Subsector	513	Broadcasting and Telecommunications
Industry Group	5133	Telecommunications
NAICS Industry	51332	Wireless Telecommunications Carriers (except Satellite)
National Industry	513321	Paging
	513322	Cellular and Other Wireless Telecommunications

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## **National Transportation Analysis Regions (NTAR)**

The United States Department of Transportation defined 89 National Transportation Analysis Regions to facilitate collecting and publishing data about the interregional movement of goods. More specifically, NTARs have been developed to provide a functional geography for data collection and analysis that solves two problems: some States are big and contain multiple centers of economic activity, and several centers of economic activity straddle State lines.

NTARs do not replace various units of Census geography for corridor-level and metropolitan-focused studies. But they can be used to define the larger geographic context to analyze flows among central cities and suburbs. NTARs do not replace political jurisdictions when data need to be aggregated by State, but can be used to indicate whether functional geography affects policies that are aimed at political jurisdictions.

You may obtain further information about this geography on the Internet at:  
<http://www.bts.gov/> Click on "Commodity Flow Survey".

## **Nonemployer Establishments**

Nonemployer establishments have no paid employees and no payroll.

## **Nonemployer Statistics, Census**

We defined the nonemployer universe of nearly 14 million establishments with these characteristics: no paid employees and payroll; receipts/sales/revenue of \$1000 or more; filed tax form for sole proprietorships, partnerships, or corporations. Our definition distinguishes a particular form of business from others, to enable meaningful data collection and tabulation on businesses with revenue but no payroll and for employees.

DATA PRODUCTS FOR NONEMPLOYER STATISTICS FROM ECONOMIC CENSUSES  
*Nonemployer Statistics database*

## **North American Industry Classification System (NAICS)**

The North American Industry Classification System, a new economic classification system, replaces the 1987 Standard Industrial Classification coding system for statistical purposes. NAICS groups industries so that they more precisely reflect industry and business today. It also keeps the door open for new industries that emerge in the 21<sup>st</sup> century. The NAICS is a numerical code system used for classifying establishments by type of economic activity.

## **Northern Mariana Islands, Census of**

Tailored to the industries of the Northern Mariana Islands' economy, the universe of the Census of the Northern Mariana Islands is all establishments engaged in construction, manufacturing, wholesale trade, retail trade, and selected service activities excluding peddlers and other itinerant vendors without established places of business. The published report for the 1997 Census of the Northern Mariana Island contained data for the Island as a whole and for its 4 municipalities: Saipan, Tinian, Rota, and Northern Islands. The data items that they published in 1997 were: Number of Establishments, Sales and Receipts, Annual Payroll, First Quarter Payroll, Paid Employees for Pay Period including March 12, Numbers of Proprietors and Partners, Number of Unpaid Family Workers (only those who worked 15 hours or more).

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## KINDS OF BUSINESS AND AREAS COVERED IN THE 1997 CENSUS OF GUAM

The 1997 Economic Census covers all establishments described in the following kind-of-business (KB) groups defined in the 1987 Standard Industrial Classification (SIC) Manual.

KB groups	SIC codes
Construction	15 through 17, and 6552
Manufacturing	20 through 39
Wholesale Trade	50 and 51
Retail Trade	52 through 59
Services	472; 70 through 79, except 702 and 704; 8072, 8111, 84, 871, 8731, 8732, 8734, and 874

### DATA PRODUCTS FROM THIS CENSUS

*1997 Economic Census of Outlying Areas Northern Mariana Islands: Construction Industries, Manufactures, Wholesale Trade, Retail Trade, Service Industries.*

## NTACS

See Nationwide Truck Activity and Commodity Survey.

## NTAR

See National Transportation Analysis Regions.

## Numerical List of Manufactured and Mineral Products

The Numerical List of Manufactured and Mineral Products provides all the NAICS-based codes and titles that are assigned to products of the manufacturing industries.

## Operating Expenses

All costs of operating and maintaining a property or the day-to-day costs of running a business with the exception of depreciation and debt service. Depreciation comprises the total operating expenses in the Business Expenditures Survey and annual survey, and in some economic sectors expenses are published for tax-exempt establishments.

## Organizations

Organizations are structured systems of functional relationships designed to carry out policies or programs inspired by policies.

## Outlying Areas

“Outlying Areas” is the term we use to identify collectively Puerto Rico, the Virgin Islands, Guam, and the Northern Mariana Islands. Along with the Economic Census of the 50 United States and the District of Columbia, we also take an economic census of each of these outlying areas. Because the economic structure and geography are different for each of these areas, we design the census tailored to each area. Please refer to the entries for each of these outlying areas for some detail about the data we collect and publish.

## Parent

While not a data category in our data sets, you may hear us mention the word “parent” in the context of talking about establishments. A “parent” is a multiunit company that owns establishments.

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## **Partnership**

Unincorporated business or enterprise owned by two or more persons having financial interest in the business.

## **Payroll**

“Payroll” is the wages earned by a firm’s employees for a certain period of time.

## **PDF**

“PDF” stands for ‘Portable Document Format’, which is a very specific type of computer file format that provides an image of the pages of documents. The PDF code permits reading only—no writing. The computer files have the extension “.pdf” but in everyday communication is spelled “PDF”. A PDF file contains page images of books, pamphlets, reports and requires a user to use the *Adobe Acrobat Reader* to view and print the file of page images. Quite literally, a PDF file contains an electronic book or pamphlet file.

## **Plant Capacity, Survey of**

Presents data at the United States level on capacity utilization rates. The capacity utilization rates are shown by industry (including four-digit Standard Industrial Classification categories).

DATA PRODUCT FROM THIS SURVEY  
*Survey of Plant Capacity*

## **PMSA**

See Primary Metropolitan Statistical Area.

## **Point-of-Sale (POS)**

Systems used to capture data at the point-of-sale transaction in retail operations.

## **Population**

In an economic survey and census, the population selected for the survey respondents is called a “universe”. A survey or census universe is selected from our master data base of companies and their establishments so that our respondents are payroll managers or accountants reporting the payroll and revenue of their establishments. In specific surveys, such as VIUS, the population or universe in trucks. The term, “population” in the context of respondents in a survey or census is used primarily in reference to the decennial census, the 10-year census of the population and housing of the United States also conducted by the Census Bureau.

## **POS**

See Point-of-Sale.

## **Primary Metropolitan Statistical Area (PMSA)**

The Office of Management and Budget defines the Primary Metropolitan Statistical Area to consist of one or more counties (county subdivisions in New England) within a Metropolitan Area that has a population of one million or more. OMB further stipulates that the larger area of which a PMSA is a part is to be called the Consolidated Metropolitan Statistical Area (CMSA). In statistical tables, data for the MSA’s and CMSA’s are intermingled in alphabetic sequence, with the PMSA’s presented alphabetically under parent CMSA’s.

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Metropolitan Area (MA)

Metropolitan Statistical Area (MSA) Includes a city of at least 50,000 people.

Consolidated Metropolitan Statistical Area (CMSA) Contains one or more PMSAs.

Primary Metropolitan Statistical Area (PMSA) Has a population of 1 million plus.

## **Processing**

In manufacturing, “processing” is converting one material into another and that is the most commonly-understood definition of the term. At Census, we use the term to refer to data collection and tabulation for publication. Processing in this context is the data input, edits and checks, and computer manipulation and formatting for output as a data product.

## **Producers**

We define producers as individuals who manufacture goods or provide services.

## **Production**

In economic terms, producing is any form of activity that adds value to goods and services including creation, transportation, and warehousing.

## **Products**

Of growing importance in economic data collection, we define products to be goods and services made available to consumers (users). Please note that we also frequently, refer to published products of the economic census and surveys as “data products” because they are the output (the ‘goods’) of a survey or census.

## **Product Classification**

See “Classification”.

## **Proprietor**

We define a proprietor as an unincorporated business or enterprise owned by one person. However, for some of our surveys we include self-employed persons in this definition. We also call them ‘individual proprietorships’ or ‘sole proprietors’

## **Puerto Rico, Census of**

The Economic Census of Puerto Rico provides data about Puerto Rico’s economic activities and structure for the 9 Commercial Regions and 78 municipios. The published data categories are: number of establishments, sales, end-of-year inventories, operating expenses, annual payroll, first quarter payroll, number of paid employees for pay period including March 12; proprietors and partners, and number of unpaid family workers.

## **QFR**

See Quarterly Financial Report.

## **Quarterly Financial Report (QFR)**

The Quarterly Financial Report presents current data on the financial positions of United States corporations for manufacturing, mining, and retail trade. The Quarterly Financial Report for Manufacturing, Mining, and Trade Corporations publications are released 75 days after each of the first three quarters, and 95 days after the fourth quarter. The report provides 5 quarters of data, including estimated statements of income and

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retained earnings, balance sheets, and related financial and operating ratios by industry and asset size. We revise the data for prior quarters when necessary and most revisions usually result from respondent data corrections subsequent to publication.

This data set presents up-to-date aggregate statistics on the financial position of U.S. corporations. Based upon an extensive sample survey (8,300 corporations), the report presents estimated statements of income and retained earnings, balance sheets, and related financial and operating ratios for the domestic operations of all manufacturing corporations with assets over \$250,000, and corporations in the mining and retail trade areas with assets over \$50 million. We classify data by industry and by asset size.

All data that we publish from this survey are classified with the Standard Industrial Classification System. We plan to publish data classified with the North American Industry Classification System in March 2001. The data (or reference) year will be fourth quarter 2000.

### **Questionnaire**

In economic censuses and surveys, we call the questionnaire a “form”. That term best reflects the fact that our respondent universe is (generally) accountants and payroll managers of establishments, businesses, companies, enterprises, and firms and their jobs include completing all kinds of forms. On the other hand, the censuses and surveys of people, such as the decennial census, call their form a questionnaire, the generally-accepted term for instruments that ask data from individuals.

### **Reference Year**

The year for which our respondents report the total revenue, payroll, and number of establishments is reported. The data year often is the year cited in the title of the census or survey. For example, “1997 Economic Census” tells us that the revenue, payroll, and employment data that establishments reported were for 1997. Likewise, the *Annual Survey of Communication Services: 1998* says that the reference year is 1998. Reference year is also known as the ‘Data year’.

### **Reimbursable Sponsor**

Census has a number of sponsors who contract with us to design the forms, design and conduct the survey, and tabulate data from the survey. They are our customers. Some of these sponsors are; the Bureau of Economic Analysis, Department of Transportation, and the National Science Foundation.

### **Retail Trade Sector**

The Retail Trade Sector comprises establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.

### **Retail Trade Survey (RTS)**

Provides data on estimated national and regional sales figures by kind of business. See also Monthly Retail Trade Survey (MRTS).

### **RTS**

See Retail Trade Survey.

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## Revenue

Revenue is the total of all receipts received from all sources from the sale of a firm's product or service during a stated period. We express revenue in dollars in economic census data products. We also call revenue "sales", "receipts", depending on the NAICS sector. (See the table below.) For detailed information about our data products in which we publish sources of revenue, please consult our handbook of tables.

What "Revenue" is called by the NAICS Sectors that we publish	
SECTOR NUMBER & NAME	NAME
22 Utilities	Revenue
42 Wholesale Trade	Receipts
44-45 Retail Trade	Receipts
48-49 Transportation & Warehousing	Revenue
51 Information	Receipts
52 Finance & Insurance	Revenue
53 Real Estate & Rental & Leasing	Revenue
54 Professional, Scientific & Technical Services	Receipts/Revenue
55 Management of Companies & Enterprises	Receipts
56 Administrative & Support & Waste Management & Remediation Services	Revenue
61 Educational Services	Receipts/Revenue
62 Health Care & Social Assistance	Receipts/Revenue
71 Arts, Entertainment, & Recreation	Receipts/Revenue
72 Accommodation & Food Services	Receipts
81 Other Services (Except Public Administration)	Receipts/Revenue
92 Public Administration	Revenue

## Sales

"Sales" is the transfer of title for an item or items or the agreement to perform a service in return for cash or the expectation of cash payment. Sales may also denote revenue received from the sale of goods.

## Sample

A sample is a data set containing a subset of the frame for a survey. This subset is the survey universe.

## Sample Frames

Sample Frames are rules followed to select a sample in a survey. Once the rules are applied and a sample selected based on them, the resulting list of companies or establishments in the sample is the frame for the survey. We select respondents for the survey from this frame.

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## Sampling

Sampling is the science that guides quantitative studies of content, behavior, performance, materials and causes of differences. We sample to select a suitable set of respondents (the sample) for the survey.

## SAS

See Service Annual Survey.

## Seasonal Adjustment

Seasonal Adjustment is the attunement of time-series data for normal variations or fluctuations within a 12-month period. The adjustment is expressed as a mathematical index which in its simplest form might be derived from dividing the value of each observation by a simple moving average representing a six-month period before and after the observation) centered over each data observation. Common normal variations are weather, agricultural seasons, school terms, holidays, and such business-pattern factors, such as tourism, and heavy product demand.

## Sector

The Sector is the 2-digit NAICS coding level that is the highest (or summary) level of the NAICS hierarchical coding system. Our initial NAICS-based 1997 Economic Census data are published only at the 2-digit level. Later publications will contain data at a more detailed level. (See Subsector, NAICS Industry, U.S. Industry, National Industry.)

SECTOR NUMBER & NAME
21 Mining
22 Utilities
23 Construction
31-33 Manufacturing
42 Wholesale Trade
44-45 Retail Trade
48-49 Transportation & Warehousing
51 Information
52 Finance & Insurance
53 Real Estate & Rental & Leasing
54 Professional, Scientific & Technical Services
55 Management of Companies & Enterprises
56 Administrative & Support & Waste Management & Remediation Services
61 Educational Services
62 Health Care & Social Assistance
71 Arts, Entertainment, & Recreation
72 Accommodation & Food Services
81 Other Services (Except Public Administration)
92 Public Administration

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See brief descriptions of each sector below.

### **Agriculture, Forestry, Fishing and Hunting — Sector 11**

The Agriculture, Forestry, Fishing and Hunting sector comprises establishments primarily engaged in growing crops, raising animals, harvesting timber, and harvesting fish and other animals from a farm, ranch, or their natural habitats.

### **Mining—Sector 21**

The Mining sector comprises establishments that extract naturally occurring mineral solids, such as coal and ores; liquid minerals, such as crude petroleum; and gases, such as natural gas. The term mining is used in the broad sense to include quarrying, well operations, beneficiating (e.g., crushing, screening, washing, and flotation), and other preparation customarily performed at the mine site, or as a part of mining activity.

### **Utilities—Sector 22**

The Utilities sector comprises establishments engaged in the provision of the following utility services: electric power, natural gas, steam supply, water supply, and sewage removal. Within this sector, the specific activities associated with the utility services provided vary by utility: electric power includes generation, transmission, and distribution; natural gas includes distribution; steam supply includes provision and/or distribution; water supply includes treatment and distribution; and sewage removal includes collection, treatment, and disposal of waste through sewer systems and sewage treatment facilities.

Excluded from this sector are establishments primarily engaged in waste management services classified in Subsector 562, Waste Management and Remediation Services. These establishments also collect, treat, and dispose of waste materials; however, they do not use sewer systems or sewage treatment facilities.

### **Construction—Sector 23**

The Construction sector comprises establishments primarily engaged in the construction of buildings and other structures, heavy construction (except buildings), additions, alterations, reconstruction, installation, and maintenance and repairs. Establishments engaged in demolition or wrecking of buildings and other structures, clearing of building sites, and sale of materials from demolished structures are also included. This sector also includes those establishments engaged in blasting, test drilling, landfill, leveling, earthmoving, excavating, land drainage, and other land preparation. The industries within this sector have been defined on the basis of their unique production processes. As with all industries, the production processes are distinguished by their use of specialized human resources and specialized physical capital. Construction activities are generally administered or managed at a relatively fixed place of business, but the actual construction work is performed at one or more different project sites.

### **Manufacturing—Sector 31-33**

The Manufacturing sector comprises establishments engaged in the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is considered manufacturing, except in cases where the activity is appropriately classified in Sector 23, Construction.

### **Wholesale Trade—Sector 42**

The Wholesale Trade sector comprises establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. The wholesaling process is an intermediate step in the distribution of merchandise. Wholesalers are organized to sell or arrange the purchase or sale of (a) goods for resale (i.e., goods sold to other wholesalers or retailers), (b) capital or durable nonconsumer goods, and (c) raw and intermediate materials and supplies used in production.

### **Retail Trade—Sector 44-45**

The Retail Trade sector comprises establishments engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. The retailing process is the final step in the distribution of merchandise; retailers are, therefore, organized to sell merchandise in small quantities to the general public. This sector comprises two main types of retailers: store and nonstore retailers.

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### **Transportation and Warehousing—Sector 48-49**

The Transportation and Warehousing sector includes industries providing transportation of passengers and cargo, warehousing and storage for goods, scenic and sightseeing transportation, and support activities related to modes of transportation. Establishments in these industries use transportation equipment or transportation related facilities as a productive asset. The type of equipment depends on the mode of transportation. The modes of transportation are air, rail, water, road, and pipeline.

### **Information—Sector 51**

The Information sector comprises establishments engaged in the following processes: (a) producing and distributing information and cultural products, (b) providing the means to transmit or distribute these products as well as data or communications, and (c) processing data.

### **Finance and Insurance — Sector 52**

The Finance and Insurance sector comprises establishments primarily engaged in financial transactions (transactions involving the creation, liquidation, or change in ownership of financial assets) and/or in facilitating financial transactions. Three principal types of activities are identified:

1. Raising funds by taking deposits and/or issuing securities and, in the process, incurring liabilities. Establishments engaged in this activity use raised funds to acquire financial assets by making loans and/or purchasing securities. Putting themselves at risk, they channel funds from lenders to borrowers and transform or repackage the funds with respect to maturity, scale and risk. This activity is known as financial intermediation.
2. Pooling of risk by underwriting insurance and annuities. Establishments engaged in this activity collect fees, insurance premiums, or annuity considerations; build up reserves; invest those reserves; and make contractual payments. Fees are based on the expected incidence of the insured risk and the expected return on investment.
3. Providing specialized services facilitating or supporting financial intermediation, insurance, and employee benefit programs.

### **Real Estate and Rental and Leasing—Sector 53**

The Real Estate and Rental and Leasing sector comprises establishments primarily engaged in renting, leasing, or otherwise allowing the use of tangible or intangible assets, and establishments providing related services. The major portion of this sector comprises establishments that rent, lease, or otherwise allow the use of their own assets by others. The assets may be tangible, as is the case of real estate and equipment, or intangible, as is the case with patents and trademarks.

### **Professional, Scientific, and Technical Services—Sector 54**

The Professional, Scientific, and Technical Services sector comprises establishments that specialize in performing professional, scientific, and technical activities for others. These activities require a high degree of expertise and training. The establishments in this sector specialize according to expertise and provide these services to clients in a variety of industries and, in some cases, to households. Activities performed include: legal advice and representation; accounting, bookkeeping, and payroll services; architectural, engineering, and specialized design services; computer services; consulting services; research services; advertising services; photographic services; translation and interpretation services; veterinary services; and other professional, scientific, and technical services.

### **Management of Companies and Enterprises—Sector 55**

The Management of Companies and Enterprises sector comprises (1) establishments that hold the securities of (or other equity interests in) companies and enterprises for the purpose of owning a controlling interest or influencing management decisions or (2) establishments (except government establishments) that administer, oversee, and manage establishments of the company or enterprise and that normally undertake the strategic or organizational planning and decisionmaking role of the company or enterprise. Establishments that administer, oversee, and manage may hold the securities of the company or enterprise.

### **Administrative and Support and Waste Management and Remediation Services—Sector 56**

The Administrative and Support and Waste Management and Remediation Services sector comprises establishments performing routine support activities for the day-to-day operations of other organizations. These essential activities are often undertaken in-house by establishments in many sectors of the economy. The establishments in this sector specialize in one or more of these support activities and provide these services to clients in a variety of industries and, in

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some cases, to households. Activities performed include: office administration, hiring and placing of personnel, document preparation and similar clerical services, solicitation, collection, security and surveillance services, cleaning, and waste disposal services.

### **Educational Services—Sector 61**

The Educational Services sector comprises establishments that provide instruction and training in a wide variety of subjects. This instruction and training is provided by specialized establishments, such as schools, colleges, universities, and training centers. These establishments may be privately owned and operated for profit or not for profit, or they may be publicly owned and operated. They may also offer food and accommodation services to their students.

### **Health Care and Social Assistance—Sector 62**

The Health Care and Social Assistance sector comprises establishments providing health care and social assistance for individuals. The sector includes both health care and social assistance because it is sometimes difficult to distinguish between the boundaries of these two activities. The industries in this sector are arranged on a continuum starting with those establishments providing medical care exclusively, continuing with those providing health care and social assistance, and finally finishing with those providing only social assistance. The services provided by establishments in this sector are delivered by trained professionals. All industries in the sector share this commonality of process, namely, labor inputs of health practitioners or social workers with the requisite expertise. Many of the industries in the sector are defined based on the educational degree held by the practitioners included in the industry.

### **Arts, Entertainment, and Recreation—Sector 71**

The Arts, Entertainment, and Recreation sector includes a wide range of establishments that operate facilities or provide services to meet varied cultural, entertainment, and recreational interests of their patrons. This sector comprises (1) establishments that are involved in producing, promoting, or participating in live performances, events, or exhibits intended for public viewing; (2) establishments that preserve and exhibit objects and sites of historical, cultural, or educational interest; and (3) establishments that operate facilities or provide services that enable patrons to participate in recreational activities or pursue amusement, hobby, and leisure time interests.

### **Accommodation and Food Services—Sector 72**

The Accommodation and Food Services sector comprises establishments providing customers with lodging and/or preparing meals, snacks, and beverages for immediate consumption. The sector includes both accommodation and food services establishments because the two activities are often combined at the same establishment.

### **Other Services (except Public Administration)—Sector 81**

The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious activities, grantmaking, advocacy, and providing drycleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.

### **Public Administration—Sector 92**

The Public Administration sector consists of establishments of federal, state, and local government agencies that administer, oversee, and manage public programs and have executive, legislative, or judicial authority over other institutions within a given area. These agencies also set policy, create laws, adjudicate civil and criminal legal cases, provide for public safety and for national defense. In general, government establishments in the Public Administration sector oversee governmental programs and activities that are not performed by private establishments. Establishments in this sector typically are engaged in the organization and financing of the production of public goods and services, most of which are provided for free or at prices that are not economically significant.

## **Service Annual Survey (SAS)**

Our Service Annual Survey collects operating receipts sources of receipts; and selected industry-specific items (see paragraph below). We conduct the survey annually (since

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1982) to provide annual estimates of the dollar volume of receipts for selected personal, business, social, health, and professional services in the United States. For selected industries, we produce separate estimates for receipts of taxable firms and revenues of firms exempt from Federal income taxes. We publish the data in printed reports titled, "Service Annual Survey" followed by the data year (the year for which the respondents reported their economic activity).

The additional data that we collect, tabulate, and publish are for: personnel supply services; arrangers of passenger transportation; nursing and personal care facilities; computer programming; data processing and other computer-related services; automotive rental and leasing; management and consulting services; amusement parks; and offices and clinics of health practitioners. We also publish current- and previous-year estimates and estimates of year-to-year percentage change along with estimated coefficients of variation for dollar volume estimates and year-to-year ratios.

All data that we publish from this survey are classified with the Standard Industrial Classification System. We plan to publish data classified with the North American Industry Classification System in February 2001. The data (or reference) year will be 1998-1999.

#### DATA PRODUCTS FROM THIS SURVEY

*Service Annual Survey*

#### **SEUA**

See Special Economic Urban Area.

#### **Shipments**

Shipments are either the act of shipping goods or the goods shipped.

#### **SIC**

See Standard Industrial Classification.

#### **Single-unit Company (SU)**

Companies in the economic censuses in which the establishment and the company are the same. See also MU (Multiunit) for the counterpart concept.

#### **Size**

The economic census publishes data for establishment's and firm's *employment size* and *revenue size for those* that operated the entire year.

*Employment Size* data are tabulated and published in size groupings and ranges much like this:: No employees, 1 employee, 2 employees, 3 or 4 employees, 5 or 6 employees, 7 to 9 employees, 10 to 14 employees, 15 to 19 employees, 20 to 49 employees, 50 to 99 employees, 100 employees or more. Exact groupings may vary depending on the industry.

#### **Size Report**

This report represents data for the United States based on size of establishment, size of company or firm, and legal form of organization. Establishment statistics are presented by sales size, by employment size and by legal form of organization; statistics for firms are presented by sales size (including concentration by largest firms), by employment size and by number of establishments operated (single units and multiunits). Statistics are presented on the number of establishments, sales, annual payroll, first-quarter payroll, and employment.

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## **SMOBE**

See Survey of Minority-Owned Business Enterprises.

## **SOC**

See Survey of Construction.

## **Sources of Revenue**

The sources of revenue report provides data about the primary activities that produce revenue for industries in each NAICS sector. Sources of revenue reports are also called “lines”. Revenue has various names, depending on the sector as the table below indicates:

<b>What The Source of “Revenue” is called by the NAICS Sectors that we publish</b>	
<b>SECTOR NUMBER &amp; NAME</b>	<b>NAME</b>
22 Utilities	Revenue
42 Wholesale Trade	Commodity
44-45 Retail Trade	Merchandise
48-49 Transportation & Warehouse	Revenue
51 Information	Revenue/Receipts
52 Finance & Insurance	Revenue
53 Real Estate & Rental & Leasing	Revenue
54 Professional, Scientific & Technical Services	Revenue/Receipts
55 Management of Companies & Enterprises	Receipts
56 Administrative & Support & Waste Management & Remediation Services	Revenue
61 Educational Services	Revenue/Receipts
62 Health Care & Social Assistance	Revenue/Receipts
71 Arts, Entertainment, & Recreation	Revenue/Receipts
72 Accommodation & Food Services	Merchandise
81 Other Services (Except Public Administration)	Revenue/Receipts
92 Public Administration	Revenue

## **Special Economic Urban Area (SEUA)**

A minor civil division in the Northeastern states and some central states, that we treated as an equivalent to a place for statistical purposes in the economic censuses.

## **Standard Classification of Transported Goods (SCTG)**

The Standard Classification of Transported Goods is a coding system developed jointly by the census Bureau, Bureau of Transportation Statistics and Statistics Canada. SCTG was developed based on the Harmonized system to meet the need to develop statistics about products that are transported. This is the coding system in which the 1997 Commodity Flow Survey data are collected, tabulated, and published.

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## **Standard Industrial Classification 1987 (SIC)**

The Standard Industrial Classification is a numerical code scheme previously used for classifying industries and products. In January 1997 we replaced the SIC with the North American Industry Classification System (NAICS).

## **Standard International Trade Classification (SITC), Revision 3**

Developed and published and published by the United Nations statistical commission, the SITC is designed to enable compilation of international comparability of trade statistics. Developed and published by the United Nations Statistical Commission, the SITC groups commodities thus: the materials used in production; processing; market practices and uses of the products; importance of commodity in world trade; and technological changes. The classification unit is all merchandise entering international trade. The U.N. first published the system in 1951 and the most recent version is Revision 3 published in 1986. This is the last planned revision.

## **Standard Statistical Establishment List (SSEL)**

Our SSEL is a database list of all business establishments (employer and nonemployer) in the United States having one or more employees. Updated continuously since 1972, this database is a current and comprehensive listing of United States business establishments and companies. The SSEL database has in it: 1.5 million establishments and the 180,000 multiunit companies of which they are a part; 14 million nonemployer establishments ; and 5 million single units. ("establishment", "multiunit", "nonemployer", "single unit", and "company" are defined in this handbook). That totals to about 21 million records.

The SSEL information includes selected data, such as establishment name, address, employment size, payroll, Standard Industrial Classification code (SIC) and other data relevant to our selections of survey and census respondents.

Because Title 13 protects the privacy of individuals (people, companies, establishments), our Standard Statistical Establishment List (SSEL) is not available to the public.

## **Statistics Canada**

Statistics Canada is the Canadian national statistical agency. It partnered with Mexico and the United States to develop the North American Industry Classification System.

## **Statistical Classification of Products by Activity (CPA) in the European Economic Community**

The European Union (EU) developed and published The Statistical Classification of Products by Activity (CPA) in the European Economic Community. This classification system provides a basis for compiling data on production, trade, consumption, and transportation of goods.

## **Statistics Of U.S. Businesses**

The title "Statistics of U. S. Businesses" identifies an Internet site where currently you can find data tables with data from 1989 to 1995 data years. It will be updated with current data periodically. The data available at this site covers company and establishment statistics for agriculture services, forestry, fishing, mining, construction, manufacturing, transportation, communications, utilities, wholesale trade, retail trade, finance, insurance, real estate, and service industries. The specific data provided at

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this site: Number of firms, establishments, employment, annual payroll and estimated receipts by industrial division and enterprise employment size, and births, deaths and expansions. The geography: United States, state, metropolitan statistical areas.

## **SU**

See single-unit company.

## **Subsector**

In NAICS, the Subsector is the next level of detail under the Sector. It has a three-digit code comprised of the Sector code (two digits) and the 1-digit Subsector code. To put this in perspective, the coding structure for the Information Sector 51 is:

Sector	51	Information
Subsector	513	Broadcasting and Telecommunications
Industry Group	5133	Telecommunications
NAICS Industry	51332	Wireless Telecommunications Carriers (except Satellite)
National Industry	513321	Paging
	513322	Cellular and Other Wireless Telecommunications

## **Suppression**

Suppression is the statistical method we use in the tabulation of the 1997 Economic Census data to ensure confidentiality of respondents.

## **System of National Accounts (SNA)**

System of National Accounts (SNA) results from a collaboration among five international agencies called the Inter-Secretariat Working Group on National Accounts (ISWGNA). ISWGNA convened under the guidance of the United Nations Statistical Commission (UNSC). The SNA, first published in 1968, was revised by the ISWGNA and published again in 1993. The 1993 version is much more in consonance with other international statistical classification systems than the 1968 version.

According to the Introduction to the publication, *System of National Accounts 1993* [copyright 1993 by Commission of the European Communities, International Monetary Fund, Organisation for Economic Co-operation and Development, United Nations, and World Bank, Brussels/Luxembourg, New York, Paris, Washington, D.C., 1993] SNA “provides a comprehensive accounting framework within which economic data can be compiled and presented in a format that is designed for purposes of economic analysis, decision-taking [sic] and policy-making.. The foundation of the SNA is “a sequence of interconnected flow accounts linked to different types of economic activity taking place within a given period of time, together with balance sheets that record the values of the stocks of assets and liabilities held by institutional units or sectors at the beginning and end of the period.”

## **TAS**

See Transportation Annual Survey.

## **Taxable**

In the Services industries, we publish data for establishments based on the Federal income tax status. Establishments that indicated no tax exemption under provision of section 501 of the IRS tax code we publish as taxable.

## **Tax Exempt**

In some industries, we publish data for establishments based on the Federal income tax

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status. Establishments that responded to a question on our form that all or part of their income is exempt from Federal income tax under provision of section 501 or the IRS code we publish as tax-exempt. We publish all government-operated hospitals as tax-exempt. However, for some kinds of business that are comprised primarily of tax-exempt establishments, we publish all the establishments as tax-exempt.

## **TAZ**

See Transportation Analysis Zone.

## **Title 13, United States Code, Census**

Title 13 of the United States Code mandates that we maintain the confidentiality of our respondents. We are not permitted to reveal the identity of individual people or establishments in our data. Specifically, Title 13, United States Code governing the Census Bureau's operations, provides that "neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, may...

1. use the information furnished [through the census] for any purpose other than the statistical purposes for which it is supplied; or
2. make any publication whereby the data furnished by any particular establishment or individual [through the census] can be identified; or
3. permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports".

Information can be released ONLY in statistical form. Maintaining the confidentiality of census information is a high priority for the Census Bureau. Any Census Bureau official who reveals information about individuals, their households, or their places of residence is subject to fines and imprisonment.

## **TIUS**

See Truck Inventory and Use Survey.

## **TPV**

See Taxable Property Value Survey.

## **Transactions**

Transactions are agreements between two or more parties that establish a legal obligation.

## **Transportation Analysis Zone (TAZ)**

The Transportation Analysis Zone is an area defined by a metropolitan planning organization for tabulating transportation statistics from the census.

## **Transportation Annual Survey**

The "Motor Freight Transportation and Warehousing Survey" became the "Transportation Annual Survey" in 1996. A new sample was introduced for 1996 and businesses were asked to provide data for two consecutive years, 1995 and 1996. The additional year of data was used to "link" the estimates derived from the new and old samples.

This annual sample survey covers all employee firms and one or more estimates primary engaged in providing commercial motor freight transportation or public warehousing services. This includes firms furnishing local or long-distance trucking or

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transfer services and those firms engaged in the storage of farm products, furniture or other household goods or commercial goods of any nature. The survey includes private motor carriers and owner operators with no paid employees. The survey produces nationwide estimates of revenue and by source and expenses by type. Effective with the 1998 survey year, the collection of expense data was discontinued.

The Transportation Annual Survey selected for its respondents all employer firms with one or more establishments that are engaged in commercial motor freight transportation and public warehousing services. We conduct this survey annually since 1985.

We plan to publish data classified with the 1997 North American Industry Classification System (NAICS) in February 2001. The data (or reference) years will be 1998-1999.

#### DATA PRODUCTS FROM THIS SURVEY

*Transportation Annual Survey*

### **Transportation and Warehousing Sector**

Transportation and Warehousing sector includes industries providing transportation of cargo, and warehousing and storage for goods, related to modes of transportation. Establishments in these industries use transportation equipment or transportation related facilities as a productive asset. The type of equipment depends on the mode of transportation: air, rail, water, road, and pipeline.

### **Truck Inventory and Use Survey (TIUS)**

See Vehicle Inventory and Use Survey.

### **Value**

Value is the worth of property, goods, and/or services.

### **Value Produced, Measures of**

The measures of value produced as defined in our Business Expenditures Survey are:

1. Cost of goods sold. This item was calculated for each firm in the survey by adding all purchases of merchandise (net of returns, allowances, and discounts but including charges from freight, insurance, etc.) during the year to the beginning-of-year inventory, then deducting the end-of-year inventory from the total. Firms were instructed to exclude the cost of packaging, processing, shipping, and selling of goods from the cost of purchases but to report these items under "operating expenses."
2. Gross margin. This item represents sales less cost of goods sold. Gross margin is equivalent to the cost of all materials (as distinguished from goods to be resold) and services provided in merchant wholesale establishments whether provided by the merchant wholesaling firm itself or purchased by it from others. To the extent that it includes cost of contract work done by others on materials of the merchant wholesale firms, gross margin includes an element of value added by manufacturing.
3. Value added. Value added is the gross margin (as defined above) less the cost of supplies, materials, fuel and other energy, and the cost of contract work on materials of the wholesaler.
4. Net income produced at market prices. This item represents value added less lease and rental payments; cost of communication, advertising, repair, legal, accounting, and computer related services; commissions to other firms; and amounts set aside for bad debt losses and other losses not compensated by insurance.
5. Net income produced at factor cost. This item represents net income produced at market prices less depreciation, license fees, and taxes other than income taxes. It includes payroll, employer contributions to the FICA, and unemployment insurance.

### **Variance**

Variance is a measure of the reliability or precision of a sample estimate. The computation formula for a variance depends on the survey sample design. It is a measure of how the sum of individual observations deviated from the mean.

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## Value Added

Value added is the part of the value of produced goods that are developed in a company. Value added is determined by subtracting from sales the costs of materials and supplies, energy, and contract work.

## Vehicle Inventory and Use Survey (VIUS)

The Vehicle Inventory and Use Survey, conducted every 5 years, collects data on physical and operational characteristics of trucks, vans, and truck-tractors registered with motor vehicle departments in the 50 states and the District of Columbia. We exclude government fleet and off-road vehicles. Our data products provide data on the physical and operational characteristics of the United States truck population, such as date of purchase; number of axles; overall length; type of engine; body type; and empty-, average-, and maximum-loaded weight. Our products also contain operational characteristics data, such as, type of use, lease characteristics, operator classification, base of operation, gas mileage, and weeks operated.

### DATA PRODUCTS FROM THIS SURVEY

*Vehicle Inventory and Use*

## Virgin Islands, Census of

The 1997 Census of the Virgin Islands covered all establishments engaged in construction, manufacturing, retail trade, wholesale trade and selected service industries on the islands of St. Croix, St. John, and St. Thomas. We excluded from the census universe peddlers and other itinerant vendors who were without places of business. The data items that they published in 1997 were: Number of Establishments, Sales and Receipts, Annual Payroll, First Quarter Payroll, Paid Employees for Selected Period, Numbers of Proprietors and Partners, Number of Unpaid Family Workers (only those who worked 15 hours or more).

### **KINDS OF BUSINESS AND AREAS COVERED IN THE 1997 CENSUS OF VIRGIN ISLANDS**

The 1997 Economic Census covered all establishments described in the following kind-of-business (KB) groups defined in the 1987 Standard Industrial Classification (SIC) Manual.

<b>KB groups</b>	<b>SIC codes</b>
Construction	15 through 17, and 6552
Manufacturing	20 through 39 except 29 and 33
Wholesale Trade	50 and 51
Retail Trade	52 through 59
Services	472; 70 through 79, except 702 and 704; and 8072, 8111, 84, 871, 8731, 8732, 8734, and 874.

### DATA PRODUCTS FROM THIS SURVEY

*1997 Economic Censuses of Outlying Areas: Virgin Islands  
Volume 2 Special Series (CD-Rom)*

## Waste

Waste is the damaged, defective, or superfluous materials produced by a manufacturing process, or refuse.

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## **WOBE**

See Women-Owned Business Enterprises, Survey of.

## **Wholesale Trade Sector**

The Wholesale Trade sector comprises establishments engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.

## **Women-Owned Business Enterprises, Survey of (WOBE)**

We conduct the Survey of Women-Owned Business Enterprises every 5 years coinciding with the economic census to identify business environments where women-owned businesses can succeed. The data year or reference year is always identified in the title of the data product. The 1997 Survey is the last one we have conducted as of publication of this document. We will publish the data from the 1997 Survey of Women-Owned Business Enterprises in a flow from June 2000 to December 2000.

### DATA PRODUCTS FROM THIS SURVEY

*Women-Owned Business*

## **ZIP Code™ Data**

We publish data by the United States Postal Services' ZIP Code™, an administrative form of geography.

### DATA PRODUCTS FOR ZIP CODE™ DATA

*Volume 3 ZIP Code™ Statistics (CD-Rom)*

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Annual Survey of Communication Services (ASCS)  
Annual Survey of Manufactures (ASM)  
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Assets and Expenditures Survey (AES)  
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ATS  
Auxiliaries

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Benchmark  
Births  
BLS  
Breaks in Time Series  
Bridge Between NAICS and SIC (also known as "The Bridge Report")  
Broad Lines  
Bureau of Economic Analysis (BEA)  
Bureau of Labor Statistics (BLS)  
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Business and Professional Classification Survey

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